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RS-M-11  
21 April 1954

REFERENCE SUBCOMMITTEE OF THE ADVISORY COMMITTEE ON  
FOREIGN LANGUAGE PUBLICATIONS.

Minutes of Meeting held in the AEC Library, Room 215, main  
Atomic Energy Commission Building, 1901 Constitution Avenue,  
Washington, D. C., 1000-1145 hours.

PRESENT:

Mr. Arthur B. Berthold, IR, State  
Mr. Fred W. Shipman, IR, State  
Mr. Roger G. Gifford, IR, State  
Captain Robert C. Laidlaw, D/I, USAF  
Mrs. Katharine C. Walford, ONI  
Mr. Walter E. Larson, ONI  
Mr. W. R. Hudson, ONI  
Mr. Bernard M. Fry, AEC  
Mr. Paul S. Feinstein, AEC

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25X1A9a [REDACTED] CIA Library

25X1A9a [REDACTED], CIA Library, Secretary  
CIA Librarian, Chairman

Approval of Minutes

1. The minutes of the meeting of 17 March 1954 (RS-M-10)  
were approved.

New Subcommittee Members

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25X9A8 2. The Chairman welcomed [REDACTED]

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AEC Microcard Applications

3. Mr. Fry and Mr. Feinstein described the publishing of microcards by the AEC since May 1952. To date 1,022,000 cards have been produced at a cost of about \$ .11 per card. It is expected that the cost will drop to \$ .09 per card in the next year. The work is done under contract with the Microcard Corporation (employing six people).

Each report is photographed on 35 mm. film by a flat bed camera. The microfilm is cut into five inch strips (each strip contains 12 pages) for laminating on clear plastic sheets; four strips to the sheet or a total of 48 pages. A strip of large size lettering at the top of the sheet contains the necessary bibliographic information to be read without magnification. From these mounted strips contact prints are made in the quantity required. The average AEC report contains 30 pages. Current production is about 60 reports each day.

Microcards are accepted and used by 38 AEC sites and affiliated organizations, and by 42 AEC All-Depository Libraries.

A major objection to the use of microcards has been voiced concerning the small size of the screen of the microcard readers. It is generally not possible to see an entire page on the screen without shifting the card. The problem is under investigation.

Microcard publishing affords a number of major economies for AEC: (1) savings of files storage space in the many using offices; (2) low cost factor for supplemental distribution of reports - microcards (48 page maximum) at \$ .11 per card versus photostat copies of original report at \$ .17 per page; (3) item accountability for security purposes; (4) savings resulting from document destruction programs.

Russian Serial Publications

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4. [REDACTED] requested Subcommittee members to check their holdings of the titles listed in USSR Serial Publications Available In The CIA Library, Preliminary Checklist, CIA/CD #10, on a copy and return it on or before 1 June 1954.

Air Force Intelligence Library Reference System

5. Captain Laidlaw distributed copies of Status Report Number 1, (January 1954) which summarized progress in developing a standard intelligence library reference system capable of mechanized operation and suitable for application by all echelons of the Air Force. It is a review of the CIA-AFOIN joint indexing program.

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CIA Library Microfilm Program

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6. [REDACTED] indicated that the CIA Library program for micro-filming all incoming intelligence documents is progressing. Currently the materials received from the State Department and the Air Force are being microfilmed; CIA documents will be handled next. The major difficulties encountered thus far involve the physical characteristics of some documents: form, size, color, etc.

Tour of AEC Library Facilities

7. Mr. Fry conducted the group on a tour of the unclassified and classified library facilities in the headquarters building.

8. Mr. Georgevitch was unable to attend this meeting. The Subcommittee voted to table the discussion of Mr. Georgevitch's comments on Library of Congress subject headings.

9. The next meeting will be held on 19 May 1954, in the CIA Library [REDACTED], OCD Conference Room, at 1000 hours.

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[REDACTED]  
Secretary  
Reference Subcommittee

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